



# How E-quality Paperless Portfolio fits the Edexcel e-portfolio requirements

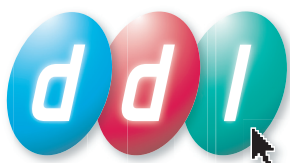
The Awarding Body, Edexcel, have a set of requirements that e-portfolio software must meet to be considered fit for purpose.



The requirements include a checklist of functionality that prospective e-portfolio users should consider when deciding whether to use an e-portfolio, and which one to choose.

To save you time, we have considered the questions in the checklist and commented on how E-quality fits the functionality requirements raised. We think it makes it clear that E-quality is the complete e-portfolio which meets all VQ needs, cuts costs and improves your productivity.

If you would like more information about E-quality Paperless Portfolio and details about how to see a demonstration of E-quality in action, visit [www.e-qualityportfolio.co.uk](http://www.e-qualityportfolio.co.uk), contact us by email - [equal@ddluk.com](mailto:equal@ddluk.com) or telephone 0191 280 4162.



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<b>System Access and Security</b>	
Is the system secure, readily and easily accessible for: <ul style="list-style-type: none"> <li>• candidates</li> <li>• assessors</li> <li>• internal verifiers (IVs)</li> <li>• external verifiers (EVs)</li> <li>• locations remote from the centre?</li> </ul>	<b>Yes</b> , secure access is available for all these roles as well as several additional roles not listed here
Are portfolios and their contents maintained in a secure environment access to which is limited through a defined hierarchy of user access?	<b>Yes</b> , all users have login access to their own area with pre-defined privileges, depending on role
Are there unique security passwords/IDs provided for each level of user?	<b>Yes</b> , each user has a unique username and password
Are there read-only rights provided to those with limited access?	<b>Yes</b>
Is there the facility to differentiate between qualified and non-qualified assessors?	<b>Yes</b> , E-qual provides the facility for trainee assessors, with restricted functionality
Is there 'isolation' of completed units following final assessment?	<b>Yes</b> , all completed units can be locked and then marked as completed once satisfactory evidence has been collected
Is there the facility to grant remote access to allocated EVs?	<b>Yes</b>
<b>Usability and accessibility</b>	
Does the system store the full range of file types: - text, sound, scanned images, digital pictures, video, templates and standard software applications?	<b>Yes</b> , any file type can be added to E-qual
Can the system be customised for candidates with special access requirements?	Standard operating system accessibility functions are supported
Can the system provide links to other documents/areas, such as centre policies and procedures, Edexcel qualification documentation and the Sector Skills Council (SSC) and Qualification & Curriculum Authority (QCA) websites?	<b>Yes</b> , E-qual contains a Resources area where any general documentation and other materials can be added or linked to and then shared
Is there a full range of user support material, including FAQs and user guides?	<b>Yes</b> , each role has its own animated overview and user guides are available. A Support area for frequently asked questions is also available on the E-qual website
Is the system compatible with the centre's IT systems	<b>Yes</b> , users only require an internet connection and a web browser
Is in-centre technical support provided where needed?	Technical support is provided by email and telephone, this should be sufficient for all technical issues as E-qual is centrally hosted
Is continuing telephone and e-mail support available?	<b>Yes</b> , a full email support system is in operation as well as office hours telephone support. A Support area for frequently asked questions is also available on the E-qual website
Are induction and training programmes for centre staff and their current candidates provided?	<b>Yes</b> , training for all roles is available
Can these programmes continue to accommodate new centre staff and new candidates until such time as the centre can assume the trainer role?	<b>Yes</b>

<b>Ownership of the portfolio</b>	
Is it clear that the evidence is under the ownership of the candidate?	<b>Yes</b>
Is it clear that assessment and IV is in the ownership of the centre?	<b>Yes</b>
Can evidence be locked following successful Internal Verification?	<b>Yes</b>
Is evidence portable between centres and awarding bodies?	<b>Yes, candidates portfolios can be moved</b>
Does the portfolio permit storage of initial diagnostic assessment/statement of new candidates?	<b>Yes</b>
Can the system provide monitoring of candidates' progress by the candidate and other relevant users?	<b>Yes</b>
Is there viewing of assessor's, IV's and EV's comments, through controlled access?	<b>Yes</b>
Is there protection of assessor's, IV's and EV's original comments from amendment?	<b>Yes</b>
<b>Cross referencing</b>	
Can candidates' work be easily cross-referenced across units within a qualification?	<b>Yes, a simple interface allows adding of evidence across the qualification and a matrix of evidence is created automatically</b>
Can candidates' work be easily cross-referenced across units between qualifications?	<b>Yes, the files uploaded can be used in all qualifications allocated to a candidate</b>
Can evidence be added to the e-portfolio on one occasion only but to be simultaneously linked to different unit requirements?	<b>Yes, a single instance of a file is uploaded, which is then attached to the relevant areas of the qualification structure</b>
<b>Audit trail</b>	
Does the system provide a documented audit trail, including: assessment records, submission dates, IV records, EV comments etc?	<b>Yes</b>
Is there controlled access to the audit trail?	<b>Yes</b>
<b>Archiving And Retention</b>	
Portfolio evidence needs to be retained for the purposes of external verification and audit for a minimum of three years, does the system meet this requirement?	<b>Yes, all portfolios are stored indefinitely</b>
Does the system safeguard against removal or modification of archived documents?	<b>Yes, documents that have been uploaded cannot be modified and once they have been locked they cannot be removed</b>
<b>System Failures</b>	
Are there easy to use back-up facilities in the event of system failure?	<b>E-qual is a centrally hosted system, so no user initiated back-up is required</b>
Is there guidance to centre network administrators on safe practice regarding back-ups?	<b>E-qual is a centrally hosted system, so no user initiated back-up is required</b>
Is there the facility to archive individual learner evidence on appropriate media e.g. CD?	<b>Yes</b>
Is there full Disaster Recovery processes in place at hosting data centre?	<b>Yes, standard backup procedures are implemented using server and tape backups. Application is hosted and data is stored in a secure data storage warehouse</b>